



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

To: Local and Intermediate School District Superintendents
District Assessment Coordinators
High School Principals
Michigan Merit Examination Key Testing Staff

From: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

Date: August 30, 2007

Subject: **Update on Activities and Plans for the Michigan Merit Examination
Fall 2007 and Spring 2008**

As Michigan high schools are preparing to welcome students and teachers to the beginning of a new school year, I am writing to provide you with a summary of upcoming activities related to the Michigan Merit Examination (MME).

MME Data Interpretation Workshops

To assist high school staff in reading and understanding the MME score reports, as well as using the data for student and school improvement, the Department will present a series of data interpretation workshops at various locations around the state during September and October. The workshops are scheduled in the afternoon for the same dates and locations where ACT Educator Workshops will be held in the morning.

There is no charge to attend the MME Data Interpretation Workshops. However, advance registration is required as space is limited. For more information, including dates and locations, see the online flyer and registration form on the MME Webpage, www.michigan.gov/mme. You will find it in the box titled "What's New."

Fall 2007 MME Retest

Please note the following activities related to the Fall 2007 MME Retest:

1. The Michigan Merit Examination Fall 2007 Overview, a live videoconference and web cast for high school administrators and key MME testing staff, will air Wednesday, September 12, 2007 from 1:00 to 2:00 p.m. The purpose of this videoconference will be to inform key testing staff of changes for the MME Fall Retest cycle, and to ensure their awareness of required actions schools and students must take in preparation for the retest. All key testing staff should plan to watch the videoconference live or access the archived program at www.mistreamnet.com. DVD and VHS recordings will also be available for purchase from Wayne RESA. (Following, at 2:30 p.m. on the same date, there will be a preliminary planning videoconference regarding the Spring 2008 MME.) Please note that information flyers for three separate videoconferences can be found at: www.michigan.gov/mme.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER
REGINALD M. TURNER • CASANDRA E. ULBRICH

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

2. Voucher packets including retake vouchers, eligibility lists, and distribution instructions for the Fall 2007 MME Retest have been sent to high school principals and should be in buildings by **Friday, August 24**. Information in the packets is time-sensitive and requires immediate action. Principals who have not received a packet should contact the OEAA office immediately via email to mme@michigan.gov or by calling 1-877-560-8378.

Students who are eligible to retest may take the MME in either Fall 2007 or Spring 2008, but only one time at state expense. Eligible students who are planning to take the Fall 2007 MME, must use their voucher to register for the October 27 ACT Plus Writing test either online or through paper registration. The deadline for registration is **September 21, 2007**, although students can enroll up to October 5 if they pay a \$19 late registration fee. The voucher enables students to register for the ACT portion of the MME retest. Schools must order materials for MME Days 2 & 3 on the OEAA Secure Site by **September 15**.

3. There is only one set of dates for the Fall 2007 MME Retest: the ACT Plus Writing must be taken at a national test site on **Saturday, October 27, 2007**. Students with disabilities who have been approved by ACT for extended-time testing will test on October 27, 2007. Students with ACT-Approved Special Testing accommodations will test during the Special Testing window, October 27, 2007 – November 10, 2007 at their high schools. Please note, there are no state-allowed accommodations for the ACT Plus Writing during the Fall Retest. Retest eligible students who want to use state-allowed accommodations on the ACT will need to wait until the Spring 2008 MME to use their one free retake opportunity.

The additional MME test components must be administered in all MME established high schools on **Tuesday, October 30 and Wednesday, October 31, 2007**. The WorkKeys test plus Michigan mathematics items (MME Day 2) must be administered on October 30 in the morning. The Michigan science and social studies tests (MME Day 3) must be administered in one session on either October 30 (afternoon), or October 31 (morning), but not both.

The ACT will be administered by ACT Test Supervisors at the national test sites, while Michigan high schools will need to plan to administer the remaining MME components in school the following week. Testing conditions specified for the spring administration must be used to administer the MME this fall.

4. If you have made changes to your MME Testing Staff (Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator) for the Fall 2007 MME test cycle, you must complete a new profile form for each staffing change as soon as possible and fax it to ACT at 319-337-1019. Profile forms are available in the Spring 2008 School Establishment/Renewal Packet discussed in step 1 below.

Spring 2008 MME Kick-off

This fall, there will be a number of activities that take place relative to the Spring 2008 MME. These include:

1. Updates to the School Establishment/Renewal Packet– All schools must update their key MME testing staff assignments and their MME testing location information for Spring 2008, even if there are no changes from Spring 2007. Dates for training will

also be announced in this packet. The packet will be sent to schools just after Labor Day and all forms must be returned to ACT by **Friday, September 28**.

2. Training of the key testing staff will take place at regional training sites November 6-16. The School Establishment/Renewal packet will include the exact dates and locations and will provide an opportunity for key testing staff to sign up to attend the one-half day training workshop. *Please note that the registration process is online this year and will provide an immediate confirmation.* Any testing staff that are new to the program and did not attend the required training last November, are **required to attend**. Although highly recommended, attendance at a training session is optional for those who served for the Spring 2007 administration as an MME Test Supervisor, Backup Test Supervisor, or Test Accommodations Coordinator. Because the MME test administration process is a bit complicated, and the potential for mis-administration poses a great risk to students and schools, it is highly recommended that all testing staff take advantage of the opportunity to review the MME testing procedures and updates to assure a problem-free administration.
3. Accommodation request materials will also be sent to schools in the initial packet. To help schools successfully complete the accommodations request process, the Department will conduct an MME Accommodations Videoconference on **Tuesday, September 11, 2007 from 2:30 – 4:00 p.m.** Test Accommodations Coordinators should plan to watch this videoconference live or access the archived program at www.mistreamnet.com. DVD and VHS recordings will also be available for purchase from Wayne RESA.
4. A videoconference and webcast regarding preliminary planning for the Spring 2008 ACT will air on **Wednesday, September 12, 2007 from 2:30 – 4:00 p.m.** The goal of this videoconference will be to inform key testing staff of the activities planned for the Spring 2008 MME, and to help them prepare for the Spring 2008 statewide administration. All key testing staff should plan to watch the videoconference live or access the archived program at www.mistreamnet.com. DVD and VHS recordings will also be available for purchase from Wayne RESA. (This videoconference will follow the 1:00 to 2:00 p.m. Fall 2007 Overview videoconference on the same date.)

I hope that this information is helpful to you and your staff. Please feel free to contact the Office of Educational Assessment and Accountability if you have any questions about these activities and plans. They can be reached at 1-877-560-8378 or via e-mail at mme@michigan.gov.